

# California Energy Commission



**CLASSIFICATION:** Accounting Technician

**TENURE:** Permanent

**TIME BASE:** Full-Time

**SALARY:** \$2,758 – \$3,455

**LOCATION:** Accounting Office, Financial Services

**FINAL FILING DATE:** Until Filled

**DUTIES/RESPONSIBILITIES:** Under the direct supervision of the Accounting Administrator II (Sup), the incumbent is responsible for the receipt, deposit, and input to CALSTARS of all incoming funds; the processing of all Revolving Fund and cash receipt transactions; the collection of advances; distribution of warrants; and the processing of miscellaneous invoices.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Knowledge of state accounting procedures.
- Excellent interpersonal skills and the ability to communicate effectively with staff.
- Working knowledge of Microsoft Word and Excel.
- Outstanding attendance, punctuality, and dependability.

## WHO MAY APPLY:

Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. **Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus/Reemployment, reinstatement, etc.), RPA #212-456 and Position #212-1741-018 in the explanation section of the STD. 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

California Energy Commission  
 Attn: Personnel Services (RPA #212-456)  
 1516 Ninth Street, MS 3  
 Sacramento, CA 95814  
 Phone: (916) 654-4310  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

